



Regulatory Licensing and Permitting System (RLPS) Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Access Liquor By the Drink (LBD) Restaurant Application
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Types of Liquor By the Drink (LBD) licenses
 - Complete a Restaurant application
 - Assumes user is logged into a previously created RLPS account

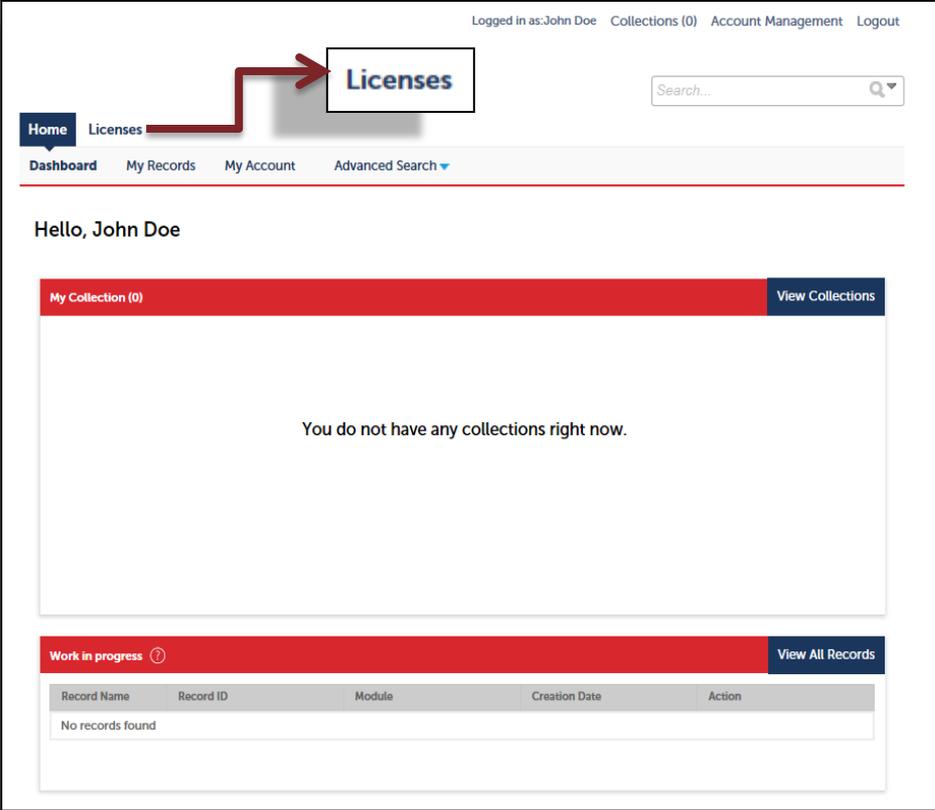


RLPS Citizen Portal: Types of LBD

- Airline Boat Train
- Caterer
- Private Club
- Hotel Motel
- Limited Service
- **Restaurant**
- Special Occasion
- Wine Only
- Special Legislation

RLPS Citizen Portal: Restaurant

- Click the "Licenses" tab



The screenshot displays the RLPS Citizen Portal interface. At the top right, it shows the user is logged in as John Doe, with options for Collections (0), Account Management, and Logout. A search bar is located in the top right corner. The main navigation bar includes tabs for Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the Licenses tab. Below the navigation bar, the user is greeted with "Hello, John Doe". There are two main sections: "My Collection (0)" with a "View Collections" button, and "Work in progress" with a "View All Records" button. The "Work in progress" section contains a table with columns for Record Name, Record ID, Module, Creation Date, and Action, and a message stating "No records found".

Logged in as: John Doe Collections (0) Account Management Logout

Search...

Home Licenses Dashboard My Records My Account Advanced Search

Hello, John Doe

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

RLPS Citizen Portal: Restaurant

- Read the TN Privacy Statement

Logged in as: John Doe Collections (0) Reports (2) Account Management Logout

Search...

Home Licenses

Create an Application Search Existing

Online Application

Welcome to the TABC Regulatory Licensing Permit System.

We are pleased to offer our citizens, businesses, and visitors access to Tennessee State government services online, 24 hours a day, 7 days a week.

The Tennessee Alcoholic Beverage Commission is fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

State of Tennessee Web Site Privacy Statement

The privacy, confidence, and trust of individuals who visit the State of Tennessee web site are important to us. No personal information is collected at this site unless it is provided voluntarily by an individual while participating in an activity that asks for the information. The following paragraphs disclose the information gathering and usage practices for the web site

I have read and accepted the above terms

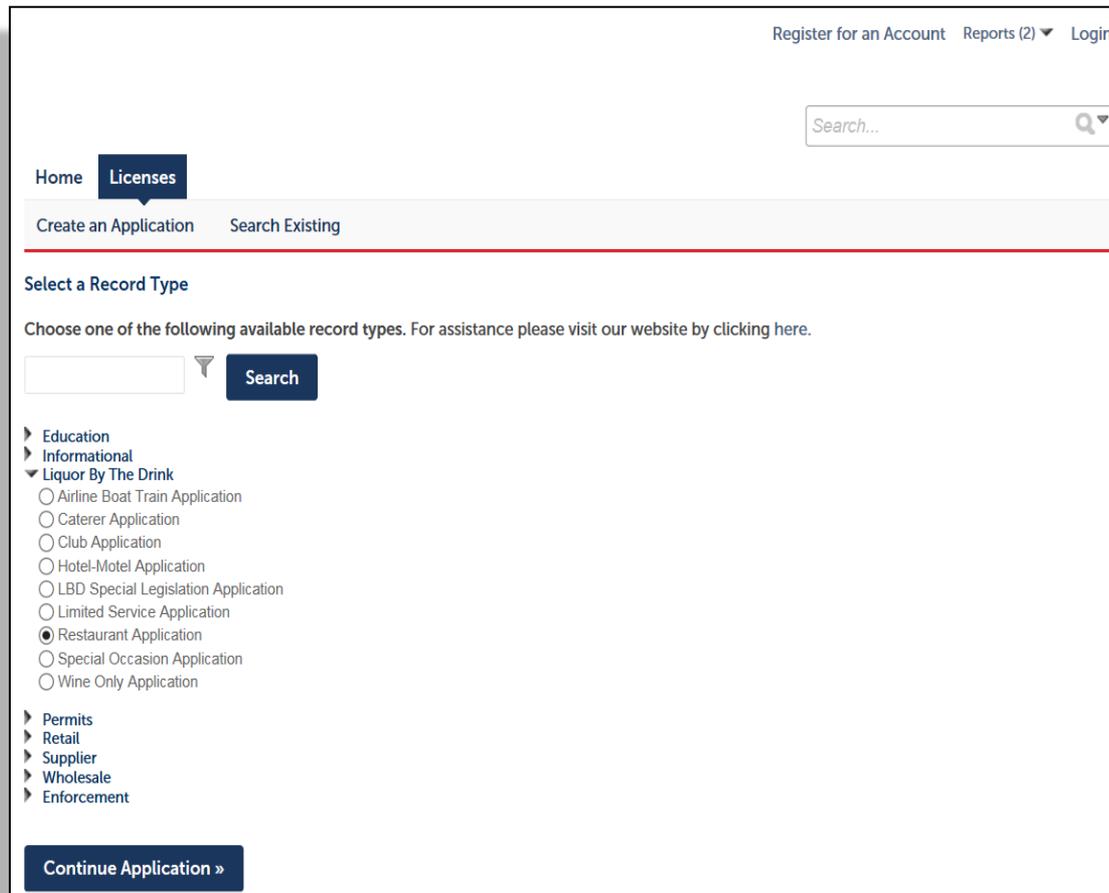
Continue Application »

Check the box to accept the terms and click the button



RLPS Citizen Portal: Restaurant

- Use the arrow to select “Restaurant Application”



Register for an Account Reports (2) Login

Search...

Home **Licenses**

Create an Application Search Existing

Select a Record Type

Choose one of the following available record types. For assistance please visit our website by clicking here.

Search

- ▶ Education
- ▶ Informational
- ▼ Liquor By The Drink
 - Airline Boat Train Application
 - Caterer Application
 - Club Application
 - Hotel-Motel Application
 - LBD Special Legislation Application
 - Limited Service Application
 - Restaurant Application
 - Special Occasion Application
 - Wine Only Application
- ▶ Permits
- ▶ Retail
- ▶ Supplier
- ▶ Wholesale
- ▶ Enforcement

Continue Application »



RLPS Citizen Portal: Restaurant

- Click the “Add a Row” button to enter any existing license information that you currently have with the ABC.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 1: License Information > License Information

Please enter any existing licenses you hold with the State of Tennessee Alcoholic Beverage Commission. If you do not currently hold any licenses, go to the next page. * indicates a required field.

Licenses

LICENSES

Please enter any existing licenses you hold with the State of Tennessee Alcoholic Beverage Commission.

Showing 0-0 of 0

License Type	License Number
No records found.	

< >

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

Click to save and exit application

Click to continue

RLPS Citizen Portal: Restaurant

- Complete the form

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. The navigation bar includes 'Home' and 'Licenses'. Below the navigation bar are links for 'Create an Application' and 'Search Existing'. The main heading is 'Restaurant Application', followed by a progress bar with steps: 1 License Information (highlighted), 2 Contacts and Addresses, 3 Additional Information, 4 Documents, 5 Review, 6, and 7. The current step is 'Step 1: License Information > Renewal Check'. A note states '* indicates a required field.' The main content area is titled 'RENEWAL CHECK' and contains the question: '* Are you applying for a new license or renewal of an existing license?'. A dropdown menu is open, showing options: '--Select--', 'New License', and 'Renew Existing License'. At the bottom, there are two buttons: 'Save and resume later' (yellow) and 'Continue Application »' (dark blue). Red arrows point from callout boxes to these buttons.

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Complete the form

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Business Address

* indicates a required field.

Business Address

This Business address is the Physical address (which is validated via United States Postal Service).

*Building Number: Direction: Prefix: *Street Name: Street Type:

Unit Type: Unit No.:

*Country: *City: *State: *Zip:

*County: Y Coordinator: X Coordinator:

Clear

Save and resume later Continue Application >

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Complete the form

Home **Licenses**

Create an Application Search Existing

Restaurant Application

1 License Information 2 **Contacts and Addresses** 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Business Verification

Please complete the following form to verify Business Entity status with the Tennessee Secretary of State.

Special Note: (Please read)
Entering a Secretary of State Control Number below will automatically create a Business Information contact type on the next page of this application. Please read instructions regarding Business Contact types on that page carefully. NOTE: The automatically created Business Information contact type will be incomplete as indicated by an ERROR message. Edit and complete the Business Information contact entry to remove the ERROR message.

* indicates a required field.

Secretary of State Information

SECRETARY OF STATE INFORMATION

* Legal Business Structure:
--Select--

* Do you have a Tennessee Secretary of State Control Number?:
 Yes No

Secretary of State Control Number:

Primary Phone No.:

Legal Business Name:

Additional Secretary of State Info:

spell check
* Is the above information accurate?:
 Yes No

< >

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Add contact information by clicking the “Add New” button and complete the form.

Note: Do not add your manager as a contact type.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Contacts

Page instructions appear here.

* Indicates a required field.

Contact List

There will be multiple Business Contact entries per application in most cases. The Type of contact will be selected for each. You will enter these using "Select from Account" or the "Add New" buttons below.

"Select from Account" will allow you to use contact information already associated with this account.

FIRST: Add one contact entry using the Business Information Type. Every application needs one. This is the contact and specific location used for the business itself that will be the licensee;

Note: If you previously listed a Secretary of State control number for your business, a Business Information entry will automatically be created; HOWEVER, you will need to edit and complete the entry with additional information, a displayed ERROR message will direct you to do so;

SECOND: Add a contact entry FOR EACH BUSINESS OWNER using a Business Owner Type. Every application needs at least one. Each entry will indicate the percentage of ownership. Use "Business Owner – Individual" for named individuals (people) and "Business Owner – Organization" for organizations (LLC, Partnerships, Corporations, etc). The total entries for Business Owners must equal 100% to be approved during processing.

Note: To facilitate application processing, please provide additional "Business Owner-Individual" entries for any named individuals making up the "Business Owner – Organization" entries;

THIRD: Add an optional contact entry for a Business Representative (attorney, accountant, etc.) if needed.

Required Contact Type	Minimum
Business Information	1

Select from Account Add New

Showing 0-0 of 0

Action	Full Name	Legal Business Name	Contact Type
No records found.			

< >

Save and resume later Continue Application >

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Complete the form.

The screenshot shows the 'Restaurant Application' process in the RLPS Citizen Portal. The navigation bar includes 'Home' and 'Licenses', with 'Licenses' selected. Below the navigation bar are links for 'Create an Application' and 'Search Existing'. The application progress is shown as a series of steps: 1 License Information, 2 Contacts and Addresses, 3 Additional Information (highlighted in yellow), 4 Documents, 5 Review, 6, and 7. The current step is 'Step 3: Additional Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field.

Application Information

RESTAURANT INFO

- * Deed/Lease Expiration Date:
- * Please acknowledge the establishment is open at least 3 days a week.:
- * Please acknowledge the serving of meals is the principal business conducted each day the establishment is open unless otherwise exempted by regulating laws and rules.:
- * Please acknowledge the establishment does not have sleeping accommodations.:
- * Please acknowledge the establishment has employees to prepare, cook and serve suitable foods for its patrons.:
- * Please acknowledge the establishment has an adequate and sanitary kitchen, with sufficient dining room equipment, and with seating capacity of at least 40 people unless otherwise exempted by regulating laws and rules.:
- * Please acknowledge that the establishment has had the Health Inspection completed.:

SEATING INFO

Number of seats at bar.:

Number of seats indoors at tables.:

Number of seats outdoors on patio.:

Number of other seats.:

Total seating of the establishment.:

ESTIMATED FINANCIALS

Provide the estimated percentage of food sales as compared to gross sales.:

At the bottom of the form, there are two buttons: 'Save and resume later' (yellow) and 'Continue Application >' (dark blue). Red arrows point from callout boxes to these buttons.

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Complete the form.

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. At the top, there are links for 'Home' and 'Licenses'. Below that, there are options to 'Create an Application' or 'Search Existing'. The main heading is 'Restaurant Application', followed by a progress bar with seven steps: 1 License Information, 2 Contacts and Addresses, 3 Additional Information (highlighted in yellow), 4 Documents, 5 Review, 6, and 7. The current step is 'Step 3: Additional Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field. The form contains two sections: 'INFUSIONS' with a question about producing, storing, selling, or offering for sale infusions, and 'NO TRANSFER' with a question about purchasing or leasing another business with a liquor license. Both questions have radio buttons for 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Save and resume later' (orange) and 'Continue Application >' (dark blue).

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Complete the form.
- You must add your manager(s) at this point.

Home Licenses

Create an Application Search Existing

Restaurant Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 3: Additional Information > Hours and Managers * Indicates a required field.

Application Information

HOURS OF OPERATION

Showing 0-0 of 0

Day	From	To	Comment
No records found.			

< >

Add a Row Edit Selected Delete Selected

MANAGER INFO

Showing 0-0 of 0

Last Name	First Name	Date of Birth
No records found.		

< >

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

Click to add a manager

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Click the “Add” button to attach all required documents

Attachment

Upload all required documents and properly select a description of what each document is.

The maximum file size allowed is 25 MB.

Required Documents: Deed/Lease to Applicant Entity, Business Plan/Food Affidavit, Food Menu, Alcohol Dealer Registration Form 5630.5d, Certificate of Registration Sales and Use Tax, Price Schedule for Sale of Alcoholic Beverages, City/County Business License, Certificate of Occupancy (issued by local jurisdiction), Government-Issued Photo Identification.

Action	Name	Type	Size	Latest Update
No records found.				

[Select from Account](#) [Add](#)

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Review your application information
- Edit your entry as needed
- Check that the correct required documents are uploaded
- Acknowledge your entry

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: Restaurant

- Click the "Continue Application" button to pay the application fee

Home Licenses

Create an Application Search Existing

Restaurant Application

1 2 3 Additional Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
Application Fee - Restaurant	1	\$300.00

TOTAL FEES
Note: \$300.00

Click to continue → Continue Application »



RLPS Citizen Portal: Restaurant

- Application completed

The screenshot displays the 'Licenses' section of the RLPS Citizen Portal. At the top, there are links for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. Below this is a progress bar for a 'Restaurant Application' with seven steps: 1, 2, 3 'Additional Information', 4 'Documents', 5 'Review', 6 'Pay Fees', and 7 'Record Issuance'. The 'Record Issuance' step is highlighted in blue, indicating it is the current step.

Step 7: Record Issuance

Your record has been successfully submitted. Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 18A-NLBD-RST-000012.

You will need this number to check the status of your record.

[Print/View Receipt](#)

Your may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)

Annotations on the screenshot include a box labeled 'New Record ID' with an arrow pointing to the record number, and a box labeled 'Print payment receipt' with an arrow pointing to the 'Print/View Receipt' button.



Thank You